

Job Description – Classroom Teacher

Alec Hunter Academy



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| Responsible to: | The teacher is directly responsible to the Head of Department/Curriculum Area on curriculum matters and the Head of Year for pastoral issues. |
| General Duties: | <p>The main duties of a teacher are outlined in the current Teaching Standards which can be found here: Teacher Standards</p> <p>The Teacher shall maintain a good understanding of the whole school curriculum, teaching and learning, assessment, feedback and pastoral policies.</p> |
| Key Responsibilities: | <p>Teaching:</p> <ul style="list-style-type: none"> • Plan work in accordance with departmental schemes of work, working collaboratively within the department which enables adaptive, challenging and creative approaches to teaching. • Have high expectations of the students and the work they can produce. • Take account of students’ prior levels of attainment and use them to set future targets and inform planning. • Maintain and promote good discipline by following the Behaviour for Learning policies and procedures – this includes within the classroom but also around the corridors and stairwells and other parts of the site. • Ensure and promote punctuality and establish a purposeful working atmosphere during all learning activities. • Ensure effective, purposeful and regular setting of homework in accordance with the Homework Policy. • Identify and know the students in your classroom ensuring you adapt your teaching appropriately for students with ‘special educational needs’, those who are ‘high/low prior attainers’ and for ‘disadvantaged’ students. • Participate in Teaching and Learning CPD by being reflective and open to trying out new pedagogical approaches to further develop learning as well as keeping up to date in any new subject or exam-board related developments. • Contribute to raising standards of reading, literacy and numeracy across the school. <p>Assessment, recording and reporting:</p> <ul style="list-style-type: none"> • Keep accurate records of students’ work in line with our school’s Assessment, Feedback and Presentation Policy. • Provide timely motivating and meaningful feedback to students in line with the Assessment, Feedback and Presentation Policy. • Follow the school’s guidance on Presentation and Literacy. • Attend parents’ evenings as required and keep parents informed about their child’s performance and future targets, making more regular contact if it is required when standards do not meet expectations or to celebrate success. <p>Pastoral work (Form Tutor):</p> <ul style="list-style-type: none"> • Follow Tutorial Time schemes of work and resources as provided by the Senior Leadership Team and Heads of Year. • Be aware of the strengths and needs of the students and discuss concerns with parents and/or the Head of Year when appropriate. • Promote high expectations of attendance, punctuality, behaviour and conduct, and appearance and uniform in according with school policies. • Promote high expectations around being equipped to learn by carrying out regular equipment checks of that which is essential. • Support the Responsibility Card system by regularly checking this and working with students to help them to make the right choices when around the school. |

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| | <ul style="list-style-type: none"> • Create a positive form environment by building positive kind relationships with the students and celebrating in the success of the tutor group throughout the many House events and competitions throughout the Year. |
| UPS Teachers | <p>As a post threshold teacher, the teacher should:</p> <ul style="list-style-type: none"> • act as a role model for teaching and learning, • make a distinctive contribution to raising standards across the school, • continue to develop own expertise, • provide a sustained and consistent collaborative contribution to the wider work of the school, either internally or outside of the school, • Proactively seek, create and lead on opportunities that have a demonstrable positive impact on creating a great learning environment, • Provide regular mentoring and coaching to less experienced teachers as required. |
| General: | <ul style="list-style-type: none"> • The teacher will be part of the school's appraisal scheme whereby agreed targets will be set for them for the year. Their appraiser will monitor and review performance, including classroom teaching. The school will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date. • Update knowledge at a subject and national level by keeping up to date on research and inspection findings and other pedagogical information. • Keep ICT skills updated to ensure effective and appropriate use of technology as well as keeping up to date with email communications and responding where appropriate. • Ensure English skills are used to a high standard and professional in communications with students, staff and parents. • Ensure maths skills are secure to support analysis and understanding of data and student performance. • Demonstrate commitment to own professional development. • Demonstrate commitment to the extra-curricular life of the school including Skills Days. • Attend and contribute to subject/curriculum, year group, and full staff meetings including morning briefings, as well as any other event (such as CPD sessions) specified as part of directed time. • To support the whole-school environment through proactive and punctual participation in allocated social-time duties referring to the Behaviour for Learning Policy where appropriate. • To support and encourage the school's ethos and values, policies and procedures as agreed by the governing body. • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. • To uphold the school's Staff Code of Conduct and policies in respect Equal Opportunities as well as GDPR. • The Governing Body is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share in this commitment by complying with policies and procedures relating to child protection and safeguarding. Any concerns of a safeguarding nature should be reported to the appropriate person in order to maintain a safe and secure learning environment for all students and staff. |